



Valparaiso Office

155 Indiana Ave., Suite 104
Valparaiso, IN 46383

Portage Office

3590 Willowcreek Rd., Suite C
Portage, IN 46368

porterhealth@porterco.org

219-465-3525 (Valparaiso)

219-759-8239 (Portage)

RE: FARMERS' MARKET REGISTRATION APPLICATION

Dear Market Master:

The Porter County Health Department has been advised that you are the individual or group of individuals responsible for coordinating and organizing a farmers' market in Porter County. We are requesting Market Masters register with the Porter County Health Department (PCHD) at least 30 days prior to opening day of the Farmers' Market. This registration allows PCHD Foods Division staff to ensure that food vendors are made aware of local permitting requirements and of local and state food codes, guidelines and farmers' market exemptions prior to the market. To ensure food is served in a safe and sanitary manner, it is both PCHD and the Market Master's responsibility to confirm food vendors are properly permitted. There is no fee for the registration.

Only regulated food vendors are required to obtain a food permit. A home based vendor (HBV) is not required to obtain a food permit, but still needs to register with the Market Master and they must be included on the food vendor list. Regulated food vendors are required to obtain a food permit by the Porter County Health Department **at least 7 days prior to operating at the Market**. We request that you inform all food vendors participating at the event to contact the Porter County Health Department for information on food permitting, farmers' market exemptions, and food booth setup requirements and guidelines.

Complete the following enclosed forms and return to the Porter County Health Department **at least 30 days prior to opening day of the Farmers' Market**.

- 1) Farmers' Market Registration Application
- 2) Finalized Food Vendor Information List (include home based food vendors)
- 3) Farmers' Market Site Map (detailing food vendor locations with corresponding vendor establishment names)

The Market Master must notify the Porter County Health Department Foods Division about changes to the food vendor list at least 7 days prior to the date of operation of the food vendor.

The Farmers' Market Registration Application forms may be faxed to the Health Department at 219-465-3531, mailed to Porter County Health Department, Attention Foods Division, 155 Indiana Ave, Suite 104, Valparaiso, IN 46383, or emailed to foods.division@porterco.org.

If you have further questions regarding the registration process contact the Porter County Health Department Foods Division personnel at 219-465-3525.

Thank you for your cooperation,

Porter County Health Department



Porter County Health Department
155 Indiana Ave, Suite 104
Valparaiso, IN 46383
Phone (219) 465-3525
Fax (219) 465-3531
www.porterco.org/foods

Farmers Market Registration Application

Complete the registration application and return to the Porter County Health Department 30 days prior to the event.

Farmers Market Information

Farmers Market Name: _____

Farmers Market Location: _____

Months and Days of Operation: _____

Market Hours: _____

Number of Food Vendors (include beverages): _____ ***(Complete Food Vendor Information List and attach)***

Market Master Name: _____

Market Master Telephone: _____ Fax: _____

Market Master Email: _____

Market Master Mailing Address: _____

City _____ State _____ Zip Code _____

Services provided on-site to Food Vendors *(Check all that apply. Add attachment if explanation is necessary)*

Water Supply:

- There is access to potable water taps on site.
- Vendors must bring their own water supplies.

Wastewater:

- Direct hook up to sewage disposal system on site.
- There will be liquid waste collection tanks/receptacles on site.
- Vendors must arrange for their own wastewater disposal.

Electricity:

- No electricity will be supplied on site.
- Access to electricity will be provided on site.
- Generators will be provided for vendor use.
- Vendors are allowed to use generators on site.

CONTINUE ON BACK

Services provided on-site to Food Vendors continued (Check all that apply. Add attachment if explanation is necessary)

Trash / Refuse:

- Trash receptacles will be provided throughout the event for the public.
- Dumpster will be provided on site for vendor and public trash removal.

Toilet Facilities:

- Public restrooms with toilets will be available.
How many? _____
- Portable toilets, How many? _____

Hand Washing Facilities:

- Public restrooms with hand washing sinks will be available.
How many? _____
- Portable hand washing stations will be available.
How many? _____

➤ **ATTACH THE FOLLOWING ENCLOSED FORMS AND SUBMIT WITH THIS REGISTRATION APPLICATION:**

- **FINALIZED FOOD VENDOR INFORMATION LIST (include non-profit and home based food vendors).** IF YOU UTILIZE A DIFFERENT FORM THAT INCLUDES THE REQUESTED INFORMATION (FOOD VENDOR ESTABLISHMENT NAME, CONTACT PERSON'S NAME, TELEPHONE, EMAIL, LIST OF FOOD), YOU MAY ATTACH IT TO THIS APPLICATION.
- **FARMERS MARKET SITE MAP (detailing food vendor locations with corresponding vendor establishment names).** IF YOU HAVE A SEPARATE MAP THAT INCLUDES THIS INFORMATION, YOU MAY ATTACH IT TO THIS APPLICATION.

PLEASE NOTIFY THE PORTER COUNTY HEALTH DEPARTMENT OF ANY UPDATES TO THE LIST OF PARTICIPATING FOOD VENDORS (names of food vendors, contact information, etc.) AT LEAST 7 DAYS PRIOR TO THE DATE OF OPERATION OF THE FOOD VENDORS.

Market Master Signature: _____ Date: _____

Farmers Market Site Map

Farmers Market Name: _____ Location: _____

Use this page to draw a site map with food vendor locations and corresponding vendor establishment names, or you may attach a map that includes this information. Please include the following basic sanitation facilities provided for vendors and patrons:

- Locations of toilet and hand washing facilities
- Locations of trash receptacles